

Course Booking form



This form should be used to let us know when you are planning to run a training course in house. Please try to complete this form 2 weeks before the planned training

Name and postcode of venue where training will be held	
Date and time of course	
Name of course	
Name of trainer(s)	

I confirm that we will download and use the latest version of the training materials and will not make any changes to content (it is fine to change the order of delivery)

Name and position of person completing this form

Full name

Position

Name of Company